EHS360 IT SYSTEM
AIMS USER GUIDE
FOR INFORMANTS
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1. All safety and health related incidents which happen in NUS, or in the course of work/study for NUS, are to be reported centrally to OSHE within 24 hours.

2. These include accidents, near misses and safety concerns (unsafe acts/conditions).

3. Any NUS staff and student may report an incident.

4. To report an incident, the staff or student is required to submit an incident notification in the Accident and Incident Management System (AIMS)
BEFORE LOGGING IN

Before logging into the system, you should have the following ready:

1. NUSNET login and password
2. VIP Access (2FA application) registered and installed on your smartphone/computer
3. Details of incident (e.g. date, time, location, etc.)
4. Details of injured person (if any)

Important note before you proceed:

- Due to the logic designed into the system, the role of the informant and investigator cannot be performed by the same person.
- If you are likely to be assigned as the investigator of the incident, please seek the assistance of another person to report the incident on your behalf.
LOGGING IN

If you are a staff:
- Go to Staff Portal > eServices menu > Select AIMS
- Alternatively, go to the e-Services section on OSHE’s staff portal

If you are a student:
- Go to Student Portal > Quick Links > Select AIMS

Note: If you are a staff, you will need to login to WebVPN first in order to access the Staff Portal from outside NUS network (e.g. from your personal internet connection).
3 LOGGING IN

1. From the AIMS webpage, select the login link.
2. Depending on your location or browser, you may be prompted to log in with your NUSNET ID and password.
3. You will be prompted that 2FA is required. Click on the Continue button to proceed.
4. A sign in request will be sent to your mobile device (if you are using a 2FA mobile token). Approve the sign in request on your mobile device to continue.
4. If you are using desktop 2FA or if the push notification on your mobile device is not successful, click “Use a Security Code” and enter the security code indicated on your 2FA token.
1. Selection Menu
2. User Preferences
3. Dashboard

Ignore footer information
To access the AIMS module, select AIMS from the menu dropdown.
This is the tabular view in the AIMS module which shows all the incidents which have been reported by you.
1. To report a new incident, click on the “Add incident” button.
2. Fill in the form with the required information. Mandatory fields are marked with an asterisk (*).

3. Help text for certain fields can be displayed by clicking the help button.
REPORT AN INCIDENT

Incident fields

Part 1: Incident notification

Incident reference number
Reference number: 2144

Incident classification *
- Incident
- Safety Concern

Incident Reference Number:
Unique reference number. Use this number to reference to this incident case.

Incident classification:
Incident – Any undesired safety & health-related event that resulted or could have resulted in any harm to human, property or environment

Safety Concern – Any unsafe act or condition which could potentially result in an incident.

The choice of “Incident” or “Safety Concern” will cause the form to automatically display the relevant fields to be filled in.
### Incident fields

#### About the incident:
Date and time of occurrence for the incident.

#### Particulars of informant:
By default, it will display the name, contact number and email address of the informant.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>Test Account - Informant</td>
</tr>
<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td>kengbeng+ehs360informant@gma</td>
</tr>
</tbody>
</table>
REPORT AN INCIDENT

Incident fields

**Incident location:**
The location where the incident happened in the following format:
Faculty | Department | Building | Unit

- If you are not sure of the exact location where the incident happened, leave the last 2 fields blank. E.g. Faculty | Department | <blank> | <blank>
- For locations within NUS which are not in the list, select **OTHER NUS**
  E.g. Common areas such as bus stop, corridors, etc.
- For locations outside NUS, select **OUTSIDE NUS**
  E.g. Hospitals, field trip areas, etc.

**Location information:**
Enter additional information which may be useful for investigators to pinpoint the location of the incident.
Accident/Near Miss details:
Incident Type:
Accident: Any event which has resulted to injury, ill-health or fatality.
Near Miss: Any event where no injury, ill-health or fatality occurs but had the potential to do so

Description of incident/near miss:
Provide a description of how the incident occurred. Guidelines on how to describe the incident are provided.
REPORT AN INCIDENT

Incident fields

Is there an injury?
If there is an injury, a form to fill in the particulars of the injured person will be displayed.

Note: For medical leave, please indicate the medical leave officially received till date. For additional days of medical leave received from subsequent medical consultation, please report them through ehs360@nus.edu.sg
Late Reporting?
If the incident case was submitted more than 24 hours after its occurrence, please provide a reason for the late reporting.

Note: This is a survey to understand the reasons behind the late reporting of incidents and will not be used in a manner which may be detrimental to the informant.
## Incident fields

### Related documents

<table>
<thead>
<tr>
<th>Date uploaded</th>
<th>Document uploaded by</th>
<th>Filename</th>
<th>Delete</th>
</tr>
</thead>
</table>

To attach a document - select the button below and select the file.

[Choose File] No file chosen

Click [Save & Submit] after all relevant information has been filled in.

### Related Documents:

You may use this utility to upload any files which may be useful for the relevant department to investigate and follow up, such as photos of a safety concern, aftermath of the incident, etc.

Tip: Please limit file sizes to below 1 MB. Large images should be resized before uploading.
You should receive an email notification on the successful submission of the incident report.

The logged incident will also be visible in the table of incidents in the AIMS module.
Thank you

Refer to Frequently Asked Questions on the AIMS Homepage if you have questions.

For further enquiries about AIMS, please contact ehs360@nus.edu.sg